



City of Menasha • Assessor's Office
140 Main St. • Menasha WI 54952
920-967-5109 • Fax 920-967-5271

ADDRESS CHANGE FORM

1. Address change forms are used to change the mailing address for Tax Bill and Assessment Notices. Completing this form allows other city departments to rely on current and correct information.
2. Our ownership records cannot be changed unless a conveyance document has been recorded at the County Register of Deeds.
3. If the Assessor's Office has not received a copy of the recorded document that changes ownership, the previous owner's name will stay on our records. An address change form will not change any owner information.
4. We will not change the mailing address to "in care of" the new owner.
5. If the owner's name has changed due to marriage or divorce, a conveyance document should be recorded with the County Register of Deeds, so our records can be changed.
6. If a joint owner has died, their name cannot be removed from our records without a probate or other recorded document.
7. Please enter the correct mailing address information on this form and return it to:

City of Menasha Assessor's Office
140 Main Street
Menasha, Wisconsin 54952

CHANGE MAILING ADDRESS ON THE PROPERTY LOCATED AT:

Address of Parcel: _____

Tax Key Number: _____

Print name (for record verification) and new Mailing Address of Owner:

Name:

New Mailing Address:

City: State: Zip:

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NOTE: OUR OWNERSHIP NAMES ARE OBTAINED FROM DOCUMENTS RECORDED WITH THE COUNTY REGISTER OF DEEDS AT THE WINNEBAGO OR CALUMET COUNTY COURTHOUSE. IF YOU DO NOT AGREE WITH THE NAME (S) AS SHOWN, CONSULT YOUR ATTORNEY, TITLE COMPANY OR MORTGAGE HOLDER TO VERIFY YOUR RECORDED DOCUMENTS.

Signature of Owner or Agent

Date